



William Martin  
Mayor

City known as the Town of  
**GREENFIELD, MASSACHUSETTS**

**GREENFIELD BOARD OF HEALTH**

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**Public Health**  
Prevent. Promote. Protect.

Nicole Zabko  
Director

**Members:**

Steve Adam, Chair (2019)  
William Doyle, M.D. (2020)  
Kelly Dixon, MSN, RN (2021)

Board of Health – Meeting Minutes  
November 6, 2018

2<sup>nd</sup> Floor Community Room, 20 Sanderson Street

5:00PM

**Members:**

- Present: **Steven Adam.** (Elected), Chair (June, 2019)
- Present: **Dr. William Doyle** (June, 2020)
- Present: **Kelly Dixon, MSN, RN** (December, 2021)

**Also Present:**

- **Chelsey Little, Inspector**
- **Jasmine Ward, Administrative Clerk**

List of documents used at this meeting:

1. October Health Inspections tracking list
2. September Health Inspections tracking list
3. October Department Activities
4. Letter to Wow Yogurt
5. Morel Associates Soft Serve Ice Cream/ Frozen Dessert Samples report

**1) Meeting was called to order by Chairman Steve Adam @ 5:02 PM**

**2) Vote to accept minutes: none to vote on at this time**

**3) Health Department Activity Reports:** Board of Health Chair and Members reviewed the reports provided to them by the Health Office Staff.

Admin Clerk provided a detailed list of activities/ duties worked on over the month of October: Highlights include- reports generating, data input, Franklin County sharps containers program, burial permits, mail merge of over 300 Health Permit renewals notices.

Chelsey provided a detailed list of Inspections that occurred over the month of September:  
Her list detailed inspections that were completed vs. Inspections that have not been completed due to current minimal staffing.

Cheryl Volpe, Public Health Nurse provided 65 Flu Vaccines to residents and employees of TOG.

4) **Update from Chair regarding restoring funding:** Chairmen Steve Adam briefed the board members on efforts to restore funding in the department. The main goal being to get funding back to where it was before. Steve Adam shares that most of the feedback from councilors has been in favor of refunding.


**5) Items not reasonably anticipated:**

Morel Associates Soft Serve Ice Cream/ Frozen Dessert Samples report: Regarding Wow Yogurt. Chelsey Little shared with the Board the recent sample collected at Wow Yogurt that exceeded the bacterial limits. Inspector Little sent a letter per regulations and will follow-up.

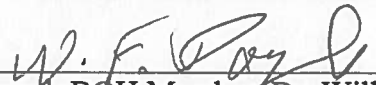
6) **Next Meeting:** December 4, 2018, 5:00pm

7) **Adjournment:** 6:37 PM

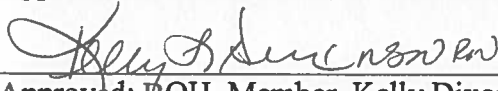
**Respectfully Submitted,**

  
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Approved: BOH Chair Steve Adam

1/9/19  
\_\_\_\_\_  
Date

  
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Approved: BOH Member, Dr. William Doyle

1-9-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Approved: BOH Member, Kelly Dixon, MSN, RN

1/9/19  
\_\_\_\_\_  
Date

**DISCLAIMER:**

*The minutes produced are a rewritten reproduction of events from past Greenfield Board of Health meeting and may not reflect the total correspondence at that time. While every effort has been made to provide useful historical information supported by the most valid syntheses of the relevant meeting, the information provided may not be a full account.*